

SCALE ATTENDANT

General Definition of Work:

Performs responsible skilled administrative support work in the operation of a vehicle weight scale at County landfill facility. Work is performed under the regular supervision of the Landfill Operations Supervisor.

Essential Functions/Typical Tasks:

Setting up computer, weighing incoming trucks; checking residency of citizens; directing to proper area; opening and closing accounts; issuing bills; preparing receipts; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Greets the general public and persons authorized to dispose of solid waste materials.
- Provides general information, give directions and/or answers routine questions regarding solid waste disposal and recycling according to departmental standard operating procedures.
- Operates vehicle weigh scales.
- Enters vehicle weight into computerized record file on entrance and exit to determine appropriate fee charges.
- Issues copy of billing receipt to customer.
- Maintains required facility and customer account records.
- Orders supplies, parts and fuel.
- Coordinates community service worker schedules; maintains records and files.
- Prepares recycling information and reports.
- Conducts inspections of vehicles, as necessary, to prevent the disposal of unauthorized and/or hazardous waste material.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of common types of solid waste authorized for disposal; thorough knowledge of prohibited and/or hazardous wastes; ability to meet with and communicate effectively with the general public and authorized users of solid waste disposal facilities; ability to operate a vehicle weigh scale; ability to enter data in a computerized records and billing system; ability to maintain facility and customer account records; ability to conduct inspections of vehicles to prevent the disposal of unauthorized and/or hazardous wastes; ability to work in environment which may include exposure to noise, vehicle exhaust fumes, vibrations, and variance in temperature and weather conditions; and ability to attend work regularly.

Education and Experience:

Requires graduation from high school and some experience in clerical work. An equivalent combination of education and experience may be considered. Experience involving accounts receivable and computers is desired.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

Special Requirements:

Possession of an appropriate weigh master license. Possession of an appropriate driver's license valid in the state of North Carolina. Some overtime and after hours work is required.